

CLASS TITLE: CHIEF SECURITIES EXAMINER

Class Code: 02630500
Pay Grade: 37A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan and supervise the work of a staff of examiners engaged in conducting examinations of securities and franchises and their related records to ascertain whether such securities may be legally offered for sale, to participate in the conducting of such examinations; to supervise a staff engaged in conducting investigations related to the registration of brokers and salesmen of securities and of applications for franchises; to be responsible for administering the law governing the registration and regulation of charitable organizations and professional fund raisers; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; examination reports are reviewed usually for conformity with law, established policies and instructions.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and reviews, in process and upon completion, the work of a staff of examiners and clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan and supervise the work of a staff of examiners engaged in conducting examinations of securities and franchises and their related records to ascertain whether such securities may be legally offered for sale, and to participate in the conducting of such examinations; to supervise a staff engaged in conducting investigations related to the registration of brokers and salesmen of securities and of applications for franchises; to be responsible for administering the law governing the registration and regulations of charitable organizations and professional fund raisers.

To be responsible for reviewing the findings of field examinations reported by staff examiners; to summarize such findings and make recommendations to a superior for the correction of violations or practices discovered as a result of such examinations.

To supervise the making of desk audits of the financial records concerning the securities in order to ascertain whether their sale would be fraudulent or would result in fraud or would be against the public interest, or otherwise violate the laws relating to the sale of securities.

As required, to assist in the preparation of information for the use of the Director of the Department of Business Regulation in his conduct of a public hearing requested by a person aggrieved by an order of the Director.

To be responsible for administering the law governing the registration and regulation of charitable organizations pertinent to their operation and solicitation.

To be responsible for scrutinizing all data submitted by charitable organizations and professional fundraisers and direct through investigations whenever it appears to be necessary to ascertain data.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the State's laws relating to the registration and promotion of securities and franchises offered for sale in Rhode Island; a thorough knowledge of the law relating to the registration of brokers and salesmen of securities; a thorough knowledge relating to the registration, promotion, and operation of charitable organizations and professional fund raisers in Rhode Island; a thorough knowledge of the auditing principles, practices, and

methods applicable in the conduct of investigations and examinations of required financial records relating to securities or franchises offered for sale to ascertain whether their sale would be fraudulent or would result in fraud or would be against the public interest; the ability to apply the aforesaid knowledges; the ability to conduct investigations of fraudulent practices in securities, franchises, or charitable organization transactions and of complaints against brokers and salesmen, or charitable organization representatives; the ability to prepare and submit reports of findings for the use of a superior in carrying out provisions of the law relating to the sale and promotion of securities; the ability to plan, organize, supervise, and review the work of a staff of examiners engaged in making examinations and investigations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and

Experience: Such as may have been gained through: employment involving supervisory responsibility for the conduct of examinations of fiscal records of financial institutions or the conduct of financial records relating to securities, franchises offered for sale, charitable organizations or professional fund raisers.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 14, 1980

Editorial Review: 3/15/2003